

Appendix G

Agreed Questions

Cost

Please provide full details of all costs and expenses including re-sits and end point assessment. What will be the total cost per apprentice?

Please provide details of any additional costs that cannot be funded through the levy e.g. professional body membership

Delivery

What will the programme comprise i.e. How many teaching /coaching sessions, how will ongoing competence be assessed, what additional support will be available and so on?

How will the 20% off the job training requirement be met and how will this be recorded?

What accredited qualification (if any) will be delivered in parallel with the standard?

What are the arrangements for end point assessment and how / where will functional skills be delivered and assessed?

Quality Assurance

How will you quality assure and continuously improve the delivery of this contract?

When was your most recent Ofsted inspection and what grade was awarded?

What are your success rates for apprenticeships over the last two years (Please include retention, achievement and timely completion)

How will you deal with any issues that may arise and what is your appeals and escalation process?

Management Information and Reporting

How will you manage this contract and who will take responsibility for its success?

How do you propose to communicate with management, learners and WBC?

What procedures do you have in place to mitigate any disruption to delivery and/or learners, if a member of staff leaves your organisation?

Please describe the systems and processes you have in place to collect, monitor and report on learner progress throughout their learning journey

Responses to questions will be evaluated and decisions justified. Unique provision can be signed off by Andy Walker.

SIX STEPS TO APPRENTICESHIP TRAINING PROVIDER APPOINTMENT

Low Value – Majority of Contracts are below £10k with some exceptions.

Principles: Transparency; equal treatment and value for money.

1. Establish course requirement

2. Locate Training Providers on the “Register of Apprenticeship Training Providers”

3. A) If only one Training Provider for a specific course – direct contract

OR

B) If multiple Training Providers available – shortlist to 2-3

4. Shortlisting

Initial criteria to be used as follows:

- Training Provider Ofsted Registration;
- High % of apprenticeship retention data;
- High % of apprenticeship achievement data; and
- Travel time to Training Provider.

Telephone calls or emails sent to prospective Training Provider to ask specific questions relating to:

- Re-sits and End Point Assessment;
- Delivery of Programme – day release;
- Travel time; and
- Delivery model.

Obtain a quote

5. Clarification of responses and suitability checks

6. Appointment of Apprenticeship Training Provider